



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

<b>VOLUME 6: HEALTH INFORMATION MANAGEMENT</b>	Effective Date: 01/2002
<b>CHAPTER 6</b>	Revision Date: 08/2016
<b>6.6.1 HEALTH RECORD CONTENT AND ORGANIZATION POLICY</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## **I. POLICY**

California Correctional Health Care Services Health Information Management shall ensure all health related patient documents are located in the health record. The health record shall be organized systematically to facilitate data retrieval and compilation, and information shall be arranged in an easily accessible format and order.

## **II. PURPOSE**

To ensure all patient health related information is contained in the health record.

## **III. RESPONSIBILITY**

- A. Under the direction of the Deputy Director, Medical Services, HIM Headquarters, Institution Health Records, and Health Records Center staff are responsible for the oversight, implementation, monitoring, and evaluation of this policy.
- B. The Chief Executive Officer or designee, Health Records Technician III, and Health Records Technician II of each institution are responsible for the implementation, monitoring, and evaluation of this policy.

## **IV. REFERENCES**

- California Code of Regulations, Title 15, Division 1, Chapter 1, Subchapter 4, Article 11, Section 1205 Medical/Mental Health Records
- California Code of Regulations, Title 22, Chapter 9, Article 4, Section 77139 Health Record Service, and Section 77141 Health Record Content
- American Health Information Management Association. Documentation for Ambulatory Care. Copyright © 2001